

Job Title: Business Operation Analyst

Champs Restaurant Supply is a one-stop wholesale and retail supplier of new and used restaurant equipment. Our company carries over 70,000 items of restaurant supplies and equipment from over 40 industry brands. Over the past decade, our company has served the Dallas/Fort Worth area food service industry. In addition to our public showrooms and physical retailer presence, we also sell our products online to customers across the U.S.

With the increase of retail and ecommerce sales, as well as the expansion of our business, we have an immediate need for the professional services of a **Business Operation Analyst**. The Business Operation Analyst will perform research on our business operation and analyze our supply chain in order to improve the efficiency and cost-effectiveness of our internal processes and sourcing activities. The Business Operation Analyst will also help us assess the alignment of our business operations with our business plan, research and recommend better ways to manage our supply chain operations, and develop beneficial relations with our clients and partners.

The Business Operation Analyst will perform the following duties:

Business Operation Research (65%)

- Gather data and analyze internal operating procedures using statistical methods and quantitative analysis to assess the efficiency of Champs Restaurant Supply's operations;
- Formulate and test operating models that highlight the strengths and weaknesses in the company's work flow and performance and identify areas for improvement;
- Simulate and weigh the potential outcomes, benefits, and risks of adopting technological tools such as CRM and POS systems using SQL;
- Support management decisions by using decision analysis and optimization techniques such as Optimization, Linear Programming and Sensitivity Analysis with Solver and Pivot table;
- Review sales data and reports, financial and economic data on new and used restaurant equipment, and build financial projections and identify potential risks;
- Produce financial and market intelligence analysis reports through market research on the restaurant equipment industry;
- Devise key indicators to identify and measure operational performance; develop key metrics to measure the performance and effectiveness of business operations and strategies;
- Analyze actual operating costs and prepare periodic reports for the management team, comparing standard costs to actual operating costs, profit margin, and operating cost trends with recommendations to improve efficiency and cost-effectiveness;

Supply Chain Analysis (25%)

- Monitor the quality, quantity, cost and efficiency of various logistics options and different types of storage options, and advise the company regarding the most cost-effective methods of preparation of freight for shipment, rates to be applied, and mode of transportation to be implemented;
- Analyze the scope, budget, and risk of projects by using WBS, Gantt charts, and resource planning techniques;

- Analyze inventory reports using our internal product databases to maintain and optimize the inventory level, especially for key restaurant equipment and supply products;
- Monitor and control the order cycle and associated information systems, and analyze data to monitor performance and implement improvements;
- Review logistics performance with management against targets, benchmarks, and service agreements;
- Analyze the dynamic relationship between cooperate profit level and supply chain activities; increase profit leverage by decreasing fixed asset ownership and product inventory cycle.

Other (10%)

- Review and implement a systematic method for maintaining business documents and operational procedures;

Minimum Requirements:

- Master's degree in supply chain management, operations management, or other closely related field;
- Proficient in Microsoft Excel, Microsoft Project, SQL, and business model analysis;

Apply to Champs Depot Richardson, LLC dba Champs Restaurant Supply, C/O Ren Cheng, 430 N. Coit Road, Suite 100, Richardson, TX 75080.